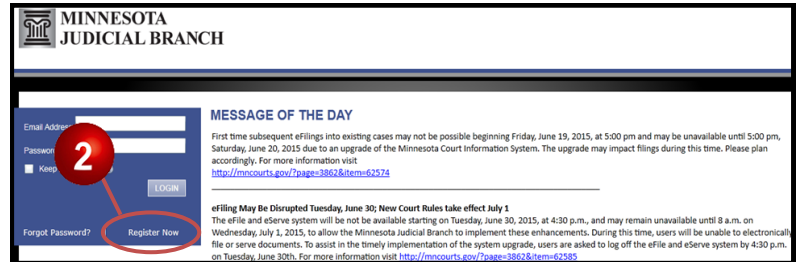


Registering an Account with an Existing Firm

How do I Register an Account with an Existing Firm in eFile and eServe (eFS)?

1. Go to <https://minnesota.tylerhost.net>
2. Click **Register Now**.



MINNESOTA JUDICIAL BRANCH

MESSAGE OF THE DAY

First time subsequent efilings into existing cases may not be possible beginning Friday, June 19, 2015, at 5:00 pm and may be unavailable until 5:00 pm, Saturday, June 20, 2015 due to an upgrade of the Minnesota Court Information System. The upgrade may impact filings during this time. Please plan accordingly. For more information visit <http://mncourts.gov/?page=3862&news=52574>

eFiling May Be Disrupted Tuesday, June 30; New Court Rules take effect July 1

The eFile and eServe system will be not be available starting on Tuesday, June 30, 2015, at 4:30 p.m., and may remain unavailable until 8 a.m. on Wednesday, July 1, 2015, to allow the Minnesota Judicial Branch to implement these enhancements. During this time, users will be unable to electronically file or serve documents. To assist in the timely implementation of the system upgrade, users are asked to log off the eFile and eServe system by 4:30 p.m. on Tuesday, June 30th. For more information visit <http://mncourts.gov/?page=3862&news=52574>

Email Address: _____
Password: _____
Keep me logged in ☐ **Register Now**

Step 1 of 4

1. The Registration page opens. Select **User with an Existing Firm** option.
2. Click **Next**.



Odyssey File & Serve Registration Step 1 of 4

I want to Register as a

☐ Firm Administrator

Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

☒ **User with an Existing Firm**

Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

Next

Step 2 of 4

1. Enter the **firm's name** in the Search for Firm field.
2. Click **Search**.
3. The firm's name displays. To select the firm, click on the **firm's name**.
4. Click **Next**.



Odyssey File & Serve Registration Step 2 of 4

Select Your Firm

Narrow your firm by entering all or part of the firm name.

Search for Firm: **Search**

Selected Firm*

Jacobs and Johnson Law Firm
123 10th Street
Saint Paul, MN 55123

Jacobs and Johnson Law Firm

Next



If the firm's name does not display, please contact your Firm Administrator.

Registering an Account with an Existing Firm

Step 3 of 4

1. Enter your information in the eFS User information which includes:
 - **First and Last Name**
 - **Email Address**
 - **Password**
2. Check the box next to **Attorney** if you are an **Attorney**. Another window displays asking for your attorney bar number. Enter your **Attorney Number**.
3. Enter the **Security Question** and **Answer**.
4. Click **Register**.



Before you can start using eFIS, you must verify your email account through the account activation email. Make sure to check your junk or spam folder if you don't get an email.

Step 4 of 4

1. The Registration is Complete message displays.
2. Click **Finish**.
3. Click the **Activate Account** link in the email you receive.